

# **STATE BOARD OF EXAMINERS OF SHORTHAND REPORTERS**

## **AGENDA**

**OCTOBER 11, 2016**

A scheduled meeting of the State Board of Examiners of Shorthand Reporters will be held on Tuesday, October 11, 2016 at 8:30 a.m. in Room 117, State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

### **BOARD MEMBERS**

Christine M. Mannix, Chairperson  
William Mangini  
Kathleen Kowalyshyn

Shorthand Reporter  
Public Member  
Attorney

### **BOARD VACANCIES**

Public Member  
Two Shorthand Reporters

**Note:** The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information contact Richard M. Hurlburt, Director at (860) 713-6135 or Fax to: (860) 706-1202.

**Agency Website:** [www.ct.gov/dcp](http://www.ct.gov/dcp) **Division E-Mail:** [dcp.occupationalprofessional@ct.gov](mailto:dcp.occupationalprofessional@ct.gov)

### **SWEARING IN OF NEW MEMBER:**

Maria Hughes has been appointed as a Shorthand Reporter Member of the State Board of Examiners of Shorthand Reporters and will be sworn in at today's meeting.

### **MINUTES OF PREVIOUS MEETINGS:**

The Board will review the minutes of the May 26, 2016 State Board of Examiners of Shorthand Reporters meeting.

### **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:**

### **APPLICATIONS:**

1. Esmeralda Guzman, Springfield, MA

### **OLD BUSINESS:**

1. Continued discussion on clarification of CEU credits for shorthand reporters

### **NEW BUSINESS:**

1. New address for meetings beginning in 2017

The Department of Consumer Protection will be moving to 450 Columbus Boulevard, Hartford, Connecticut, 06103 in December of 2016. All meetings in 2017 will take place at the new location.

### **CORRESPONDENCE:**

1. Letter of appointment for Maria Hughes dated June 30, 2016
2. Email from Patricia Masi dated September 1, 2016 stating that she is resigning from the Board
3. Email from Richard Hurlburt, Director to shorthand reporter licensee regarding an inquiry about carrying over extra CEU credits completed to the next cycle

### **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:**

**2016 MEETING SCHEDULE:**

- November 29, 2016

**This meeting will take place at 165 Capitol Avenue, Hartford, CT at 8:30 a.m. in Room 117**

**2017 MEETING SCHEDULE:**

- February 21, 2017
- May 23, 2017
- August 22, 2017
- November 21, 2017

**All meetings will take place at 450 Columbus Boulevard, Hartford, CT, 06103 at 8:30 a.m.**